

Executive Committee Meeting

Wednesday 24 June 2026

Lower Severn IDB Office/Hybrid 10:30am

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE EXECUTIVE COMMITTEE

**Approved 6th November 2024
Minute 3613**

Matters for determination by the Executive Committee

Policy & Guidelines

1. Purpose

The purpose of the Executive Committee is to undertake delegated tasks from the LSIDB Board including for key and immediate decisions from LSIDB's Current Sub Committee's:

The development and implementation of strategy, operational plans, policies, procedures and budgets;

- the monitoring of operating and financial performance of the Revenue Budget;
- the monitoring of operating and financial performance of the Capital Programme;
- the assessment and control of risk;
- the prioritisation and allocation of resources.

2. Membership

The Executive Committee will be made up of 6 members being, the Chair, Vice Chair, Committee Chairs, Programme Board Chair, plus additional member(s) that would be required to make up the full membership. Also, normally the Chief Executive Officer or his/her representative, unless the meeting is deemed part or wholly closed on occasion. Key Officers of the LSIDB will be invited as required. The committee shall appoint a Chair from among its members.

3. Meetings

The Executive Committee should meet on a monthly basis with prepared agendas of items for discussion. A quorum of three Members is required. Officers will be invited as required. The CEO or other LSIDB Officer will act as secretary and take actions of the meetings. The

actions of the meetings will be circulated at the LSIDB's Board Meetings, and the Chief Executive Officer will present a written report after each meeting which will be emailed out to all Board members.

4. Duties

(i) Management

- The successful execution of strategy.
- Recommending objectives and strategy for the LSIDB in the development of the Boards operations.
- Identifying new opportunities, Capital Investment Projects if approved, outside the current core activities.
- Reviewing the organisation structure of the LSIDB and making recommendations for change.
- Implementing policies relating to health and safety, environment, treasury and statutory social responsibility.
- Ensuring the control, co-ordination and monitoring of risk and internal controls.
- Ensuring compliance with relevant legislation and regulations.
- Prosecution, defence or settlement of litigation.
- Ensuring appropriate levels of authority are delegated to LSIDB officers throughout the LSIDB's Annual Planning and delivery of Operations.
- Review of the LSIDB's budgets and five-year plan to the LSIDB's Board and, following their approval, the achievement of the budgets and plans.
- Approval of unbudgeted capital expenditure between £10k and £25k, and the Identification of the necessary funds when making these approvals. Reporting to the Board at the earliest opportunity, per the financial regulations.
- Renewal of banking facilities and arrangements for treasury management per the financial regulations.
- Adherence to other Financial Regulations when authorising procurement, write offs, the sale of assets, appointment of internal auditor, and review/updates.

(iii) Statutory IDB Governance

The Committee shall conduct an annual review of its work and terms of reference and an assessment of its own effectiveness and make recommendations to the LSIDB's Board.

Lower Severn IDB

MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

Executive Committee

Members: Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms

NB The quorum for this meeting is 3 Members

Wednesday 24 June 2026 at 10:30am, IDB Offices/Hybrid

AGENDA

Committees Terms of Reference are included for Members' information

Item		Page No/Doc.	Lead
1.	Apologies/Welcome		Chair
2.	Declaration of Members' Interest		Chair
3.	Minutes of the last committee meeting for approval	5	Chair
4.	Comments on brought forward Exec Actions	8	GT
5.	Management reports	9	GT/JD/JT
6.	Pump Program Report/Update	Verbal	GS
7.	Pump Programme investment forecast update	16	GT
8.	Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned		MB/GT
9.	Confirmation of new Actions		GT
10.	Date of Next Meeting: 22 July 2026		Chair
11.	Close		Chair

- Any other consideration and comments/questions of an urgent nature shall be notified to the office at least 3 working days before the meeting to enable staff to compile the correct information.
- Any Committee Member unable to attend should arrange a deputy and inform the office prior to the relevant Meeting. If the Committee Member chooses, he/she may instead ask the Officers to contact all the other Members, not on the Committee, in order to recruit a deputy for the meeting.

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Executive Committee

Draft Minutes

Members: Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms

NB The quorum for this meeting is 3 Members

Wednesday 20 May 2026 at 10:30am, IDB Offices/Hybrid (following joint Finance meeting 10:30am), IDB Offices/Hybrid

Item	
1.	Apologies/Welcome Present: Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms, Glenn Taute (CEO) and James Thomas (Civil Engineer) No apologies received.
2.	Declaration of Members' Interest RG declared an interest due to land at Lapperditch.
3.	Minutes of the last committee meeting for approval All in favour; minutes accepted.
4.	Comments on brought forward Exec Actions - Fencing works at Oldbury Pump Station are scheduled to be completed within the next few weeks; fencing at the other site has already been completed. - Representatives attended the GRCC volunteer event in Gloucestershire and received feedback from MR regarding flood wardens and council involvement in flood resilience. - Tewkesbury Borough Council is developing plans to work more closely with local residents and communities to improve resilience to flood events. Further information will be circulated when available. - RG reported that a flood resilience group has been established through Severn Voice, covering parishes from Ham to Elmore, to coordinate local resilience planning and community engagement.

	• GS updated that Slimbridge Parish Council has formed a working group to review drainage and flood management issues within the parish and is developing an action plan to address longstanding concerns. • Members discussed the ongoing Local Government Review and noted uncertainty regarding future responsibilities for flood and drainage management. A decision is expected in October 2026, with implementation anticipated over the following two years. • Jim met with Mike at Longdon Brook to assess issues relating to a ditch and water pooling. Jim will undertake the necessary clearance works • The schedule of activities for the Board meeting on 3rd June was circulated as planned.
5.	Pump Program Report/Update • Lapperditch and Marshfield are expected to be fully operational by the end of July 2026. • Elmore will receive upgrades to its electrical panel, kiosk, and telemetry system by the same timeframe. • The planned Board visit may coincide with installation works at Lapperditch rather than a fully completed site; the weed-screen installation is expected to be underway during the visit. • Factory Acceptance Testing is substantially complete. The weed-screen units have been demonstrated and the foundation pads are ready to receive the equipment. • Progress at Lapperditch was delayed by the discovery of an unclaimed three-phase cable serving the sewage plant opposite the site. The cable has now been dealt with and buried, allowing work to continue. • Both Lapperditch and Marshfield are now prepared to receive the weed-screen installations. • Planning consent has been obtained to relocate the access drive at Wicks Green, enabling occupation and use of the land after a prolonged period of delay. • The committee discussed ongoing financial negotiations regarding compensation for land associated with the Wicks Green access works. • RG discussed a homeowner near Lapperditch Pump Stations concerns over the aesthetics of its design. GS said it will look better than at present once complete. Fencing will improve the look of Lapperditch Pump Station, as will a planned screening hedge. Programme Board are working with the homeowner regarding choices of colours, plants etc.

	• MB suggested LSIDB writing in the local Parish magazine; RG said Lapperditch Pump Station is discussed at the Parish Council meetings. GS offered to attend any Parish Council meetings as necessary. GS wants to make sure LSIDB are communicating with residents effectively. • Discussion regarding an ongoing compensation/ rent issues regarding land at Oldbury Pump Station, and issues over land ownership. Best approach discussed; GT to lead liaisons and possibly organise an independent valuation if landowner is agreeable.
6.	Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned None received.
7.	Confirmation of new Actions GT to lead negotiations with landowner near Oldbury Pump Station.
8.	Date of Next Meeting: 24 June 2026 Meeting closed

Executive Committee Actions

90	25/02/26	Consider attending - GRCC Volunteer Flood Wardens event, Stroud - Tuesday 24th March 2026	GT	Feb-26	Completed	Relevance to the IDB's work? VB to go & get info. GT part
91	25/02/26	To request info from SGC, role of Flood Wards, in parish meetings and council, and involvement of the IDB	MR	Apr-26	Completed	95 wardens in Gloucestershire County, none in South Gloss.
92	25/02/26	To assess a ditch running into the Longdon Brook as it was last cleared decades ago, indirect effect on IDB	JD	May-26	Completed	Assessed on 8 May, being planned into the works program.
93	22/04/26	Deal with the situation with the fencing off of the Oldbury pump station	GT	May-26	Completed	Includes surveying the boundary on the north east sides
94	22/04/26	Circulate the schedule of activities for the board meeting 3 June 2026	GT	Apr-26	Completed	Sent to SWADA and LSIDB Board members
94	20/05/26	Liaise with landowner regarding previous use of land adjacent to Oldbury pump station.	GT	May-26	Completed	Agreed with landowner to obtain a professional valuation for compensation. This has been received, and shared/invoiced.

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Date: 09/06/2026

Report by: James Druett, Head of Operational Service.

Health and Safety

No near misses or accidents to report.

Installed new fire Alarm control unit, additional smoke detectors and emergency lighting installation ordered for the depot and workshop as existing system required modernisation.

Workshop lifting equipment and compressor tested by insurance company to comply with PUWER regulations (Provision and Use of Work Equipment Regulations 1998) and Pressure Systems Safety Regulations 2000 (PSSR 2000).

Operator recruitment

A new excavator operator commenced employment on 1st June and will be primarily working between Slimbridge and Gloucester area.

Dredging programme 2026

Dredging and tree cutting continues at the following locations.

- Duckhole
- Eldersfield
- Berkeley/Wanswell

Overhanging branch removal undertaken at the following locations.

- Pilning
- Cabot Park, Avonmouth
- Severn Beach
- Eldersfield

- Longdon Marsh (blockage/bund removal)

New Auxiliary plant orders

1 x new small Ifor Williams plant trailer – (existing to be sold via Ebay)

1 x new weed cutting bucket

1 x new set of small tree shears to be used with the wheeled JCB in the Avonmouth/Severnside area.

Mowing and weed cutting programme 2026

Work has been carried out servicing the necessary equipment ready to commence this year's mowing and weed cutting programme at all the locations where residential property is at risk from flooding. These areas will receive further maintenance towards the end of the year to tackle regrowth.

Additional tasks undertaken May 2026

- Ernest Cook Trust access culvert consents (**Complete**)
- Bristol and Avon Rivers Trust water control structure consents (**Complete**)
- Risk assessments updated. (**Complete**)
- Office and workshop PAT testing (**Complete**)

Additional tasks to undertake June 2026:

- Continuing working with Jacksons and project board on pump design. (**Ongoing**)
- Residential development (2750 homes) at Berkeley outline planning consultation with developer. (**ongoing**)
- New Wicks Green access culvert construction. (**ongoing**)
- Fencing Boards boundary at Oldbury Naite pump station. (**ongoing**)
- Westbury gardens land drainage consents for wetlands scheme (**ongoing**)

Recommendations: That the report be noted.

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Date: June 2026

Report by: James Thomas – Civil Engineer

1. Programme Board Update

1.1 Health and Safety

There have been no reported incidents to date.

1.2 Site Progress

1.2.1 Lapperditch

Elver pumps are now installed along with the associated pipework and control wiring.

The culvert extension is now underway. This work will remove the large concrete basin from the station and result in significant public safety improvements as well as improving the visual appearance of the station. There has been a bank slippage while undertaking the excavation work and this has been remediated.

As the site is nearing completion, we will be organising training in the operation of all of the elements of the station for the appropriate IDB staff. Operation manuals are in production for LSIDB use going forward.

1.2.2 Marshfield

The pump installation is now fully complete and the kiosk has been installed. Works to the elver passage have commenced and the enabling works for the changes to the outfall structure are in place.

Repairs are underway to the concrete around the site. The capping beams are showing their age and some of the reinforcing is exposed. This will be made good and patched where required.

1.2.3 Wicks Green

The land purchase at Wicks green was completed on the 9th of June. This will permit the construction to take place with all of the required elements. This was a lengthy process but will ultimately result in a more cost-efficient solution and a station that will meet the needs of LSIDB now and into the future.

1.3 Surveys

Nothing to report

1.4 Design

As built drawings at both Lapperditch and Marshfield are currently in production.

Designs for various elements at the station are well underway at Oldbury on Severn.

1.5 Eel Regulations Compliance

Nothing to report

1.6 Variances

Variances to the approved budget will be reported to the board by the Programme Board Chair, as and when this is apparent.

1.7 Funding

Meeting with Defra is scheduled for the 25th of June 2026. We will be undertaking a tour of the works at the various stations.

2. Consents

The three months previous consents are listed below.

DATE	COMPANY NAME	WORKS CONSENT APPLIED FOR	SITE ADDRESS	ACTION	CONSENT REF.NO.	SIGNED OFF BY ENG
03/03/26	Kevin England	Culvert ditch between fields	Ditch adjacent to 67 Redwick Rd, Pilning	Appl Form, Location Plan, Construction Details, payment of £50 due	09032026a	JD
09/03/26	Chris Pearce	Fill in roadside ditch alongside driveway	12 Station Road, Pilning, Bristol, BS35 4JP	Appl Form, Location Plan, Construction Details, payment of £50	090326a	JT
13/04/26	Ingrid (ICC)	Discharge of surface water into an existing ditch at Pilning Forge, Whitehouse Lane, Pilning, BS35 4LR.	Pilning Forge Whitehouse Lane Pilning BS35 4LR.	Appl Form, Location Plan, Construction Details, payment of £50	140426a	JT
24/4/26	Andrew McGrath	Proposal to infill ditch / extend garden	Beckingtons Orchard Chapel Road Oldbury on Severn BS35 1PL	Appl Form, Location Plan, Construction Details, payment of £50	240426a	JD

3. Avonmouth Developments

Design at Hallen has is completed and the developer has let a contract to tender. This work is now expected late summer.

Recommendation: That the report be noted.

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Glenn Taute, CEO/RFO
Report, finance and general - June 2026

Outcomes from May 2026: -

- The AGAR reporting has been submitted to the external auditors
- We have recruited two field operators to fill vacancies
- Regarding an updated investment forecast for the pump programme, this is underway which will include additional compensation events (additional costs to the construction contract due to unforeseen occurrences) which have come to pass.
- We regret to inform the Board that our field operator, Damian Smith, who joined the team last year, has passed away after a period of illness.

Financial summary for April 2026

Income Statement:

The income statement for the month: -

Lower Severn IDB					
Income Statement					
Apr-26	Actual	Budget	Variance	Variance	Comment
Income	Apr-26	Apr-26	£	%	
Rates and Levies	178,568	178,568	0		
Grant Income	15,704	15,396	308	2.0%	Foreign Water in - EA water out cost below
Fees & Recharges	300	2,100	-1,800		Timing re Works recharges, & Avonmouth development. Consents
Other Income	11,734	3,750	7,984		Interest on larger deposits, and higher rates
Total Income	206,306	199,814	6,492		
Expenditure					
Payroll	69,446	84,851	15,405	18.2%	Staff vacancies. LGPF Ers at zero in 2026/27. No Pgm Allocation
Maintenance	29,917	30,152	235	0.8%	
EA Levies	20,073	19,679	-394	-2.0%	Foreign Water out - EA, revenue in Grants above
Travel	1,777	2,627	849	32.3%	Meetings/events/conferences - timing
Administration	5,085	4,990	-95	-1.9%	Insurance, communication, subscriptions, office costs, and IT licences
Professional Fees	1,463	2,575	1,113	43.2%	Legal, audit, and consultation costs
Depreciation	25,500	27,271	1,771	6.5%	Timing change, and cost of investments
Loan Interest	8,360	8,360	0	0.0%	PWD Loan Interest
Bank Charges	951	1,122	171	15.3%	Bank and Deposit accounts
Total Costs	162,573	181,628	19,055	10.5%	
Net Surplus/(Deficit)	43,733	18,186	25,548		

Balance Sheet:

The balance sheet as at the 30 April 2026: -

Lower Severn IDB				
Balance Sheet	At End	At End	YTD	YTD
Apr-26	March 2026	Apr-26	Change	Comment
Fixed Assets	1,409,445	1,389,206	-20,238	Depreciation entry and new assets
Assets under Construction	6,905,255	6,914,816	9,562	Pump programme WIP, see programme cost report
Total Fixed Assets	8,314,699	8,304,023	-10,676	Net of Additions less Depreciation
Stock +WIP	48,323	51,825	3,501	
Debtors	-1,061,820	968,999	2,030,819	Levies prepaid 03/26. Balance re rates and levys charged
Prepaid Expenses	58,807	274,435	215,628	Includes prepaid EA foreign water prepayment
VAT	547,994	560,702	12,709	VAT recoverable on supplier invoices for operations and the programme
Cash at Bank	1,487,813	1,426,947	-60,866	Bank current account balance, plus deposit reserve. Spend on programme.
Short Term Deposits	3,275,677	3,284,238	8,562	Deposit for pump programme ex grant funding, interest earned
Current Assets	4,356,793	6,567,146	2,210,352	
Creditors	103,438	121,182	17,744	Expenses on account with vendors
Accrued Expenses	292,364	466,808	174,444	Includes EA foreign water accrual
Prepaid Revenue Rates	0	1,963,754	1,963,754	Revenue recognition phasing adjustment, will be zero at year end
Current Liabilities	395,802	2,551,744	2,155,943	
Net Current Assets	3,960,992	4,015,402	54,410	
Long Term Liabilities	1,900,000	1,900,000	0	Public Works Loan, repayment made in June & December(6 monthly)
Long Term Assets - Pension	2,798,000	2,798,000	0	LGPF actuarial valuation at 31 March 2026, counter entry below.
	13,173,691	13,217,424	43,733	
Capital Account	666,569	666,569	0	As of IDB amalgamation of 2005
Accumulated Reserve	602,913	602,913	0	Brought Forward from prior years(2022 as base pre current programme)
Capital Reserve	8,914,126	8,957,859	43,733	Reserve for the current pump station replacement programme
Pension Reserve	2,798,000	2,798,000	0	See counter above.
Revaluation Reserve	192,083	192,083	0	As per property valuation March 2024.
	13,173,691	13,217,424	43,733	

Pump Station Investment Programme Cost Report

The pump replacement programme report to the end of March 2026 shows the actual cost breakdown for the programme to date, from its start in 2023, and compares this with the total programme budget, including the percentage spent so far.

Lower Severn IDB						Apr-26	
Pump Programme Financial Report						Life	
£						To Date	
Pump Station Investment Allocation	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Total	Comment
Actual Cost Life to Date(since January 2023)							
Feasibility Study Report	21,742	21,742	21,742	21,742		86,970	From 01/23 to 07/23
Business Case Report	36,233	36,233	36,233	36,233		144,930	From 08/23 to 03/24
Pre construction Preparation	52,246	52,246				104,493	From 04/24 to 11/24
Project Construction	1,651,664	1,551,456	384,926	1,054,368	273,255	4,915,669	From December 2024
Contract Supervision	37,858	37,858	9,465	9,465		94,645	From December 2024
Payroll costs allocated	183,547	183,547	59,883	59,883		486,860	Staff cost allocation to 03/26
Pumps	95,275	247,295	301,020	428,940		1,072,530	Purchase from manufacturer
Laydown Site	4,360	4,360				8,720	From construction phase
Actual Cost Life to Date	2,082,926	2,134,737	813,269	1,610,630	273,255	6,914,816	Apr-26
Approved Programme Budget(excl. Land)						10,361,350	Total Budget Approved 14/1/26
% Spend to date vs Budget						67%	

Recommendation: That the report be noted.

Forecast Programme June 2026	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Forecast	Budget	Variance	Comment
Update June 2026	£	£	£	£	£	Forecast 06/26	Approved 14/1/26		
Pre contract costs	110,221	110,221	57,975	57,975	0	336,393	351,654	15,261	Lower than expected
Contract Supervision	46,858	46,858	46,965	46,465	3,000	190,145	145,159	-44,986	Higher cost and timeline chg
Payroll Allocation	183,547	183,547	59,883	59,883	0	486,860	541,539	54,679	Reduced to phase out earlier
Pumps	95,275	247,295	301,020	428,940	0	1,072,530	1,072,530	0	Received and paid for to 2025
Lay Down site costs	5,410	8,410	13,300	6,000	0	33,120	23,000	-10,120	Timings and Oldbury change
Original contract prices	1,442,000	1,468,003	2,325,904	2,085,562	288,764	7,610,233	7,610,208	-25	
Compensation Events post contract	246,569	243,800	154,984	288,290	0	933,643	617,260	-316,383	Weather, OB O/pump & debris
Total Forecast at June 2026	2,129,880	2,308,135	2,960,030	2,973,115	291,764	10,662,924	10,361,350	-301,574	
Wicks Green Land Purchase						130,000	124,000	-6,000	Legals and delays
Grand Total	2,129,880	2,308,135	2,960,030	2,973,115	291,764	10,792,923	10,485,350	-307,573	To be approved by board